



## Community Activities Coordinator Position Description

<b>Position Title</b>	Community Activities Coordinator
<b>Responsible Council</b>	Parramatta Central Council
<b>Reports To</b>	Reports to the Caroline Chisholm Centre (CCC) Service Manager
<b>Base Location</b>	Mount Druitt
<b>Primary position objective</b>	The Community Activities Coordinator is responsible for the coordination of Caroline Chisholm Centres Community Activities and Programs. This includes engagement and supervision of volunteers and team members to ensure provision of community services and the development of positive community partnerships to support our work.

### St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

### Parramatta Central Council

The Parramatta Central Council of the St Vincent de Paul Society, NSW covers a large area from Granville in the south-east, Warragamba in the south, as far out as Blackheath in the west taking in seven Local Government areas. With as many as 100 cultures represented in the area, the demand for assistance is growing and diverse in nature. With the population in Western Sydney predicted to double by 2036 it is expected that demand for assistance will increase.

The Central Council has: 5 Regional Councils; 47 Conferences; 550 Conference members; 2 Youth and Young Adult Conferences; 450 Youth and Young Adult members; 24 Vinnies Shops; 4 Special Works and 1003 volunteers.

## **Caroline Chisholm Centre for Social Justice**

The Caroline Chisholm Centre for Social Justice is an emergency relief, assessment and referral service (Monday – Friday from 9am – 3pm), offering a range of support and services to the people in the Mt Druitt region and larger community. The Centre aims to provide services that support people to avoid becoming homeless and achieve stability in their lives.

At the Caroline Chisholm Centre for Social Justice, assistance is provided in various forms of support to community members, including:

- Emergency Assistance including financial and material support
- Art Therapy and Personal Growth Programmes
- Vinnies Van
- Education and training including TAFE Outreach and Clemente Australia Program
- Work and Development Orders – Assists with Office of State Revenue fines
- Social Work including advocacy and referral
- A range of community initiatives including community development activities and groups

## **Duties and Responsibilities**

### **Major Responsibilities**

- Provide assistance and support to community members accessing the CCC, as part of a holistic and client focussed service
- Coordinate and support volunteers in accordance with best practise in volunteer management and utilising Society standards such as the Volunteer Management Toolkit
- Collaborate with relevant stakeholders to develop and deliver programs and activities in response to identified needs of the community.
- Coordinate the implementation, ongoing review and evaluation of CCC programs and activities.
- Promote, recruit, select and induct suitable volunteers into roles as required.
- Deliver service based activities and community activities as directed by CCC management
- Maintain community networks to support equitable and diverse community engagement opportunities for all community members
- Undertake other tasks within the scope of position and classification as directed by CCC Management

### **Professional Responsibilities**

- Work under the supervision of the Service Manager to deliver a high standard of service and support through ethical practise and professional standards.
- Participate in ongoing professional development and training opportunities

### **Work Practices**

- As an employee, be responsible under the Workplace Health and Safety Act for the health and safety of all persons they come in contact with through the course of employment
- Report all hazards and injuries to the Caroline Chisholm Centre for Social Justice WHS officer and/or delegated manager, and contribute to a safe work environment
- Participate in St Vincent de Paul Society's Performance and Development Process (Stronger Together) as directed by CCC management.
- Advocate for equity, rights, access and equal opportunities for social inclusion for community members.
- Ensure best practise in child protection in relation to younger volunteers under 18 years of age.
- Follow all service and Society policies and procedures

## Working Relationships

- Follow directions of the Service Manager
- Contribute as part of the staff and volunteer team at CCC
- Work closely with internal and external stakeholders including staff, clients and management to assist in the development of Centre services which meet the needs of the community and mission of the Society
- Work in a professional and ethical manner reflecting the ethos of the Society
- Respond to referrals within Society protocols
- Interact professionally with a diverse range of community members
- Maintain a collaborative approach to service delivery in working within a team
- Ensure a supportive and safe environment is provided for all community members and visitors to the service.

## Program Improvement

- Ensure high standards of client support are maintained through working with the Service Manager to evaluate and review service delivery
- Under the guidance of the Service Manager, prepare and submit reports as directed
- Attend relevant training and educational development
- Report to the Service Manager, including issues/concerns, and prepare for and attend scheduled supervisory meetings as required
- Seek appropriate Management approval for all work related expenditure
- Work within scheduled timeframes for activities, planning and meetings
- Maintain a safe working environment and be proactive in ensuring WH&S compliance within the workplace
- Meet standards/objectives/goals set by the Society

## Essential Criteria

- Relevant Tertiary qualifications and experience in relevant field including, social and community services or community development.
- Experience managing volunteers.
- Project coordination experience.
- Demonstrated knowledge of the community sector, social justice issues in Australia such as homelessness.
- Group facilitation skills and/or experience in the facilitation of community group activities.
- Demonstrated ability to develop and maintain positive relationships with key stakeholders.
- Excellent communication and interpersonal skills
- Ability to work outside of hours intermittently, including the Vinnies Van (monthly)
- Ability to work as part of a multi-disciplinary team.
- Driver's License

## Desirable Skills

- Presentation or public speaking experience
- Cert IV Training and Assessment
- Experience in the delivery of group training
- Working knowledge of the Western Sydney area and the geographical disadvantage experienced by people residing within the Blacktown LGA
- Experience working within a diverse team environment which may include volunteers

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*